

LETTERS OF AUTHORIZATION (LOA)

NOTICE TO PROPERTY OWNERS AND AGENTS/REPRESENTATIVES

Property owners who wish to be represented by an agent or representative in matters concerning real estate assessments must provide a Letter of Authorization to the Office of the County Assessor. Copies of Authorizations are contained within this review package. A letter of Authorization must be provided annually with the application for review.

1. LOA must be an **original** document addressed to the Loudoun County Office of the County Assessor.
2. LOA must identify the property by specifying:
 - a. The Owner of Record
 - b. The Loudoun County Account Number and PIN
 - c. The Assessment Year in Question
3. LOA must identify the agent/representative, including their name, address, email address, and telephone number.
4. LOA must be signed by the owner of record of the property, or, if titled in the name of a corporation, it must be signed by an officer of the corporation authorized to act on its behalf. Management companies and other third party signatures are not acceptable.
5. The signature line must include:
 - a. Signature of owner or officer
 - b. The name of the signer, printed or typed
 - c. The title of the signer

ALL APPEALS ON EQUITY MUST CONTAIN EVIDENCE ILLUSTRATING THAT INEQUITY EXISTS BETWEEN THE SUBJECT AND SIMILAR PROPERTIES. ALL APPEALS BASED ON FAIR MARKET VALUE SHOULD FOLLOW ACCEPTED APPRAISAL GUIDELINES AND STANDARDS. ANY OPINION OR ANY CONSULTATION RELATED TO THE VALUATION OF REAL ESTATE SHOULD BE PERFORMED IN ACCORDANCE WITH THE CODE OF VIRGINIA AS WELL AS APPRAISAL STANDARDS.

LOUDOUN COUNTY
Office of the County Assessor
2010 LETTER OF AUTHORIZATION

AN ORIGINAL OF THIS FORM MUST BE SUBMITTED ANNUALLY TO OFFICE OF THE COUNTY ASSESSOR WITH THE APPLICATION FOR REVIEW OF ASSESSMENT AND ANY REQUESTS FOR COPIES OF WORKSHEETS. THE LETTER OF AUTHORIZATION MUST BE SIGNED BY THE OWNER OF RECORD OR; IF TITLED IN THE NAME OF A CORPORATION, BY AN OFFICER OF THE CORPORATION AUTHORIZED TO ACT ON ITS BEHALF. (This letter cannot be substituted.)

Please print or type all information except signature lines.

OWNER OF RECORD (As of January 1, 2010): _____

MAILING ADDRESS: _____

No.

Street

City

State

Zip

Telephone _____ Cell Phone Number _____

Email Address _____

As owner(s) of the referenced property I(we) hereby appoint the following company or individual to represent me(us) as ad valorem tax agent with the Office of the Assessor. I (we) have reviewed my/our agents valuation and or opinions and are in agreement with same.

Name of Agent and Firm

Email Address

Mailing Address

Telephone No.

Cell Phone No.

PIN: _____

ACCOUNT NUMBER: _____

(ONE LETTER PER PROPERTY REQUIRED)

Property Address: _____

(SEAL)

Authorized Signature

Print or Type Name of Signer

Title

State _____ County _____

The foregoing was acknowledged before me this _____ day of _____, _____.

Notary Public

My commission expires: _____